

NOTICE

DATE: DECEMBER 2, 2005

RE: STANDING ORDER 05-6
RE: ELECTRONIC CASE FILING POLICIES & PROCEDURES

Effective immediately, the court's Standing Order RE: Electronic Case Filing Policies and Procedures is revised and renumbered as Standing Order 05-6.

An explanation of the changes appears below:

Section 2. Scope of Electronic Filing - The change deletes the requirement that an initiating document submitted on paper must be accompanied by a disk or CD Rom containing the document in PDF format. *[Comment: The Clerk's Office has not accepted or loaded disks or CD's from Filing Users for some time, in order to avoid the possibility of infecting the system with a computer virus.]* The change also strikes language allowing an attorney six months from the date of the Order to show good cause why the attorney is not registered and filing papers in ECF. *[Comment: The language appeared in the first ECF Standing Order to indicate a six month grace period. However, this grace period no longer exists.]*

Section 8. Sealed Documents - The change incorporates some language from the new Local Rule LCrR 49 regarding "Filing of Documents Under Seal". *[Comment: Revisions are necessary to correspond with Local Rule LCrR 49 which is effective 12/1/05.]*

Section 9.1 Special Filing Requirements - The change deletes the words "in the traditional manner" as superfluous and deletes the requirement to accompany paper filings with a disk or CD Rom containing the document in PDF format. *[Comment: The Clerk's Office has not accepted or loaded disks or CD's from Filing Users for some time, in order to avoid the possibility of infecting the system with a computer virus.]*

Section 9.2.2 Pre-Indictment/Pre-Information - The change removes the listing of criminal complaints as a mandatory exclusion from the ECF system. *[Comment: This is a change proposed by the Clerk's Office for better case handling. It has been determined that there is no reason to exclude these documents when indictments and informations are available electronically.]* Because the complaints are removed from the list, the rest of the items are renumbered accordingly, and words referencing

complaints are removed.

Section 13.2 under Technical Failures - The change deletes the requirement of bringing in a disk or CD along with a filing when there is a technical failure. *[Comment: The court does not want to load disks or CD's on the system that may contain a virus.]*

Section 14. Public Access - The change strikes language referencing restrictions to electronic access for criminal cases/documents and specifies that access is available to criminal cases/documents filed on or after November 1, 2004. *[Comment: This change corresponds to the Judicial Conference Policy on Privacy and Public Access to Criminal Case Files that allows access to most documents filed in criminal cases on or after 11/1/04. The last ECF Standing Order 04-6 was issued on 10/4/04.]*